

# Attachment F -- Cass County Mutual Aid Agreements

## Memorandum of Agreement City of Fargo and Fargodome

Our facility, \_\_\_\_\_, hereby acknowledges the intent to serve as a temporary use facility in the event of a disaster, natural or man-made, within the City of Fargo. We agree to do the following:

1. After meeting responsible requirements our employees, students, members, or clients, will permit, to the extent of its ability and upon request of the **City of Fargo** the use of the Fargodome's physical facilities by the **City of Fargo** within 12 hours of the request and for the time period being requested, for use as temporary office space in the event City Hall or other city office space becomes unusable. Possible uses may include, but are not limited to:
  - Administrative offices,
  - Clearinghouse for materials and donations,
  - Temporary Shelter,
  - Receiving, Staging, and Storing facility or distribution site for the Strategic National Stockpile
2. Designate three points of contact in case of emergency:
  - An administrator, who will serve as the primary point of contact. This person should have authority to open up the building.
  - A janitorial point of contact, which will work with **City of Fargo** personnel to set up the building as necessary.
  - A security point of contact, which will interact with the **City of Fargo** and local law enforcement in making security plans.
3. Allow our facility to be visited by members of city government, local EMS, emergency management, local law enforcement, and others as needed for the development of operational plans.
4. Allow our facility to be listed in a confidential annex to the local plan for response to mass casualty/fatality incidents.
5. Allow **City of Fargo** to bring in relief agencies to assist as necessary.

As part of this agreement, we expect the **City of Fargo** to:

1. Provide points of contact to answer questions that noted facility might have about these arrangements.

2. Replace or reimburse noted facility for any supplies that may be used by the **City of Fargo** during the use as a temporary use facility.
3. Coordinate the provision of extra security personnel; provide any post-event cleanup that is needed.

It is understood the noted facility will maintain, and does not relinquish, their flexibility to make arrangements that will minimize the disruption that serving as a temporary office space could entail.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Fargodome Authority President**

\_\_\_\_\_  
**Printed Name and Title**

\_\_\_\_\_  
**Printed Name and Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Memorandum of Agreement  
City of Fargo and Fargo School District**

Our facility, \_\_\_\_\_, hereby acknowledges the intent to serve as a temporary use facility in the event of a large emergency or disaster within City of Fargo, we agree to do the following:

2. After meeting responsible requirements our employees, students, members, or clients, will permit, to the extent of its ability and upon request of the **City of Fargo** the use of the Fargo schools' physical facilities by the **City of Fargo** within 12 hours of the request and for the time period being requested, for use as:
  - Emergency Shelters
  - Alternate Office Space in the event City Hall or other facilities become unusable
  - Mass Dispensing site for pharmaceuticals
2. Designate three points of contact in case of emergency:
  - An administrator, who will serve as the primary point of contact. This person should have authority to open up the building.

- A janitorial point of contact, which will work with **City of Fargo** personnel to set up the building as necessary.
  - A security point of contact, which will interact with the **City of Fargo** and local law enforcement in making security plans.
  - An information technology point of contact, which will interact with the **City of Fargo** in connecting to the network.
3. Allow our facility to be visited by personnel from the City of Fargo, and others as needed for the development of operational plans.
  4. Allow our facility to be listed in a confidential annex to the local plan for response to emergencies or disasters.

As part of this agreement, we expect the **City of Fargo** to:

4. Provide points of contact to answer questions that noted facility might have about these arrangements.
5. Replace or reimburse noted facility for any supplies that may be used by the **City of Fargo** during their use.
6. Coordinate the provision of extra security personnel; provide any post-event cleanup that is needed.

It is understood the noted facility will maintain, and does not relinquish, their flexibility to make arrangements that will minimize the disruption that serving as a temporary morgue site could entail.

\_\_\_\_\_  
**Mayor of Fargo**

\_\_\_\_\_  
**Fargo School District Representative**

\_\_\_\_\_  
**Printed Name and Title**

\_\_\_\_\_  
**Printed Name and Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Memorandum of Agreement  
City of Fargo and Valley Bus Company**

\_\_\_\_\_, hereby acknowledges the intent to serve as a temporary use transportation in the event of a disaster, natural or man-made, within the City of Fargo. We agree to do the following:

3. After meeting responsible requirements our employees, members, or clients, will permit, to the extent of its ability and upon request of the **City of Fargo** the use of the Valley Bus Company's vehicles by the **City of Fargo** within 12 hours of the request and for the time period being requested, for use in transporting residents in the event of a disaster. Possible uses may include, but are not limited to:
  - Transporting residents during evacuation of Fargo
  - Transporting residents during evacuation of smaller areas within Fargo
  - To assist mass care facilities with evacuation
  - Transporting volunteers or responders to their designated work location
2. Designate two points of contact in case of emergency:
  - An administrator, who will serve as the primary point of contact. This person should have authority to open up the facilities.
  - An alternate to the administrator, who will serve in the same capacity if the administrator is unavailable.
3. Allow our facility to be visited by members of city government, local EMS, emergency management, local law enforcement, and others as needed for the development of operational plans.
6. Allow our facility to be listed in a confidential annex to the local plan for response to mass casualty/fatality incidents.
7. Allow **City of Fargo** to bring in certified drivers to assist as necessary.

As part of this agreement, we expect the **City of Fargo** to:

7. Provide points of contact to answer questions that noted facility might have about these arrangements.
8. Replace or reimburse noted facility for any supplies that may be used by the **City of Fargo** during the use for temporary transportation.
9. Coordinate and provide any post-event cleanup that is needed.

It is understood the noted facility will maintain, and does not relinquish, their flexibility to make arrangements that will minimize the disruption that serving as a temporary office space could entail.

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**Mayor**

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**Valley Bus Administrator**

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**Printed Name and Title**

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**Printed Name and Title**

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**Date**

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**Date**